

COUNTY OF SAN DIEGO, CALIFORNIA
BOARD OF SUPERVISORS POLICY

Subject

Approval of Cash Compensated Overtime

**Policy
Number**

A-69

Page

1 of 1

Purpose

To establish guidelines to control departments use of cash compensated overtime.

Background

The following policy requires appointing authorities to obtain CAO approval prior to authorizing any cash compensated overtime in excess of the department's appropriation for cash compensated overtime (salaries and wages - premium pay). While this policy provides for the control of cash compensated overtime on this annual basis, it also provides for monitoring of each department's expenditures for cash compensated overtime each accounting period.

Policy

It is the policy of the Board of Supervisors that:

1. The basis for controlling and monitoring cash compensated overtime during the current fiscal year shall be the department's appropriation for cash compensated overtime. Appointing authorities shall not exceed such budgeted appropriations in the current fiscal year without prior written approval of the Chief Administrative Officer.
2. Departments shall monitor their cumulative or fiscal year to date costs for cash compensated overtime. If it appears that a department will exceed its overtime budget, they will submit a request to the CAO which provides the justification for the overtime, and recommendations to reduce such overtime.
3. If an appointing authority and the Chief Administrative Officer determines that it is necessary for the department to exceed its overtime appropriation the Department will identify offsetting savings to fund this over expenditure and the reasons for such excess overtime will be reported to the Board of Supervisors in the CAO's Quarterly Status Report.

Sunset Date

This policy will be reviewed for continuance by 12-31-01.

Board Action

10-11-77 (50)

10-30-84 (91)

2-28-89 (35)

5-15-96 (11)

CAO Reference

Chief Financial Officer/Auditor and Controller